



STATE
OF
GEORGIA

Application for RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

1. Application Date	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History. Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE	
2. Agency Application No.		Date Received MAY 28 1974	Date Completed JUL 15 1974
3. AGENCY, Division, Subdivision & Administering Office Address Department of Transportation Division of Highways - Preconstruction Section Office of Bridge Design Atlanta, Georgia		4. Person to Contact R. L. Chapman	
		5. Working Title Bridge Engineer	6. Tel. No. 656-5280

7. ACTION REQUESTED

☒ ESTABLISH DISPOSITION STANDARD;
RECORD WILL CONTINUE TO ACCUMULATE.

☐ DISPOSE OF PRESENT ACCUMULATIONS;
NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest Dates of Series

1919 - To Date

9. Exact Series Title

Bridge Design Project File

10. What is the function of the office in which this record series is created See Attachment 1

The Division of Highways is responsible for the planning, location, design, construction, and maintenance of all roads and bridges financed by Federal-Aid, State-Aid or Authority funds. Only those county roads and city streets financed entirely through local funding are designed, constructed and maintained without the supervision or participation of the Division. The Division of Highways is divided into five sections: The Pre-Construction Section, which determines project location through aerial photography and mapping, designs the bridges and roads involved, and obtains the right-of-way necessary; the Construction Section, which conducts the tests of soil and materials involved, oversees construction and assures quality control, and supervises the seven District Offices throughout the state; the Operations Section, which issues permits and enforces regulations governing overweight and oversize vehicles, design improvements in vehicular and pedestrian traffic controls, effects the relocation of utilities existing on project right-of-ways, administers State-Aid, and maintains the quality of highways; the Federal Liason Section, which works to obtain Federal funds and expedite compliance with Federal Highway Administration requirements on Federal-Aid projects; and the Tollroads Section, which coordinates, administers, and supervises the

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement):

Documents relating to the design and construction of bridges.

Included are: design computations, design EDP printouts, bid tabulations, sketches, test file and driving pile data, preliminary layouts, as-built data, and original and revised drawings.

The series is filed in two groups, state funded projects and federally funded projects. State funded projects are arranged by county and thereunder by project number. Federally funded projects are arranged numerically by project number.

ATTACH SAMPLES OF THE FILE

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers Cu. Ft. of Records	
Letter-size File Drawers	99	133		1.5	
Legal-size File Drawers			Floor Space Occupied (Square Feet)	66	
			AVERAGE DAILY REFERENCES	This Year's	Last Year's
				20	20
				10	10

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain
See Attachment 2 for Explanation of Yes Answers

- | | YES | NO |
|--|-------------------------------------|-------------------------------------|
| 13. Is this the Record Copy of the series? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 14. Is there a duplication of this series in another office or agency? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 15. Is the information contained in this series ever summarized or published? Attach copy of summary or publication. | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 16. Does the series contain classified information requiring security handling? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 17. Does the series initiate, amend or terminate agency policies and procedures? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 18. Could the function be performed if the files were lost or destroyed? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 19. Is the series (or major portion of it) regularly microfilmed? If yes, why? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 20. Does the record series provide data as input to an EDP file? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 21. Does the record series contain documentation produced as EDP printout? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 22. Has the Federal Government issued instructions governing retention/disposition of these files? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 23. Will there be a need for these records 10, 15 years from now? If yes, what? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

24. REQUIREMENTS. The following requires the files to be kept indefinitely years:

- a. ☐ STATE LAW b. ☐ STATUTE OF LIMITATION c. ☐ AUDIT PERIOD d. ☐ FEDERAL LAW e. ☒ ADMINISTRATIVE DECISION f. ☐ HISTORICAL VALUE
(Cite Law, Statute, or other reason for the retention requirement)

25. AGENCY RECOMMENDATIONS: This agency recommends that the file series be cut off at the end of each

- ☐ CALENDAR YEAR - ☐ FISCAL YEAR - ☒ Other When construction or replacement is completed then:
- ☐ Hold in the current files area month(s)/ year(s):
- ☐ Transfer to ☐ State Records Center ☐ Local Holding Area; hold year(s):
- ☐ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Destroy immediately after cut-off.
- ☒ Other: (Specify) Hold in current files area until no longer needed for reference; then destroy.

(Indicate briefly rationale for recommendations above/or write additional remarks):

Attach Samples of the Series

Attach Samples of the Series		Records Management Office		Date
26. Recommendations	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Head of Agency/Designee		3/9/74
in Paragraph	State <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Department of Audits/Designee		Date 7-11-74
	Records <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Secretary of State/Designee		Date 7-10-74
	Committee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Department of Law/Designee		Date 7-12-74

10. Continued

development, financing, implementation and operation of existing and proposed tollroads.

Bridge Design Project File
Explanation of Yes Answers to Questions 14-23

- 20. The series provides input into the bridge inventory file.
- 21. Some of the design data are EDP printouts.
- 22. Federal Highway Administration PPM 30-9 states that project records must be retained 3 years after final Federal payment of the project.
- 23. The records must be retained for the life of a bridge. It facilitates the maintenance and when necessary rebuilding of bridges. For example, when the Sidney-Lanier Bridge was destroyed, the design file provided data necessary for the rebuilding of the bridge.

Rationale: Bridge design project files are a source of as-built data needed for the necessary maintenance and/or rebuilding of bridges. Design data also serves as a reference source for the design and construction of new bridges.

*may
ok to proceed*

July 2, 1974

From: Richard P. Heimerich, Records Management Officer

To: John Dunn, State Records Management Officer

At first glance this would appear to be a very good candidate for microfilm; however, I don't believe the creation of this series warrants microfilming at this time. Files are periodically screened with removal of obsolete and extraneous material. After bridge destruction or replacement is accomplished the file is retained until no longer needed for reference; then file is destroyed. Attrition of material precludes a large build up of this file series.

This section foresees no increase in filing equipment. File must be immediately available in the case of accident, destruction, etc., as in the case of the Sidney Lanier Bridge.

The expense in purchasing necessary equipment and supplies to microfilm this file would not justify the end result. Perhaps the rate of accumulation was estimated a little higher than it should have been with a more accurate estimate of 1.5 cubic feet per year.

Yours very truly,

Reik

Richard P. Heimerich
Records Management Officer

RPH:sc